

2008/2009

# Beverage Container Recycling Grant Solicitation



*The California Department of Conservation (Department) is providing up to \$1.5 million to promote increased recycling of beverage containers throughout California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(6). Organizations interested in applying must submit a Phase 1 – Concept Form to the Department by 5:00 p.m. PDT, Friday, May 16, 2008.*

## BACKGROUND

The California Department of Conservation, Division of Recycling administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California. The Department also supports efforts to reduce greenhouse gas emissions, such as those exemplified in the California Global Warming Solutions Act (Chapter 488, Statutes of 2006).

## GRANT FOCUS

The Department is seeking projects that provide convenient beverage container recycling opportunities in California. Projects may implement new or enhance existing programs.

Eligible recycling and litter reduction projects include, but are not limited to the following:

- Bars and restaurants
- Colleges/universities/schools
- Parks/recreational areas
- Fitness centers
- Office buildings
- Entertainment/hospitality venues
- Sporting complexes
- Community events
- Curbside
- Multifamily dwellings
- Beverage container litter prevention and reduction

## WHO CAN APPLY?

Anyone - individuals, government entities, businesses, and non-profit organizations may apply.

## APPLICATION PROCESS

The application process consists of two phases:

### PHASE 1 - CONCEPT PHASE 2 - PROPOSAL

*In Phase 1*, interested applicants must submit a Concept Form. A minimum review and screening of each concept will be conducted and given a pass or fail score.

*In Phase 2*, applicants receiving a "pass" score in Phase 1 will be invited to develop the concept into a proposal. An invitation to submit a proposal is not a guarantee of funding. A committee will evaluate the proposals and funds will be awarded to those receiving the highest scores.

## QUESTION/ANSWER PERIOD

Questions must be submitted in writing to:  
[Grants@conservation.ca.gov](mailto:Grants@conservation.ca.gov) or

**Department of Conservation  
Statewide Technical Assistance  
& Resources Branch**  
801 K Street, MS 17-01  
Sacramento, CA 95814-3533

Questions and answers will be posted weekly on the Department's website at <http://www.conservation.ca.gov/dor/grants/Documents/QandA.pdf> and may be mailed or faxed upon request to applicants without Internet

access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on pages two and three for specific dates.

## PHASE 1 CONCEPT REQUIREMENTS

To qualify for review in Phase 1, Concept Forms must meet all of the following requirements:

- Received by the Department no later than **5:00 p.m. PDT, Friday, May 16, 2008.**
- Submitted using the Concept Form provided by the Department and not exceed two (2) double-sided pages. The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper.
- Support the specified grant focus.
- Submitted by an entity in good standing with the Department (no outstanding fines, penalties or audit findings due to the Department).
- Include proof of organizational status and authority (if applicable): Provide a copy of your partnership agreement (if a partnership), Articles of Incorporation or Organization (if a corporation or limited liability company), and proof of nonprofit status if a nonprofit organization. Government agencies **are not** required to provide proof of nonprofit status. Provide a copy of any current fictitious business name statement and business license, if applicable.
- Include one original and three (3) copies of the Concept Form.

The Department will disqualify Concept Forms not meeting the Phase I concept requirements.

## PHASE 1 CONCEPT FORM

### Organization's Experience

Briefly explain why the organization is qualified to implement the project (geographic location, prior involvements in the area, experience working with the project clientele).

### Project Description:

- Provide a brief summary of the project and how it supports the grant focus of providing convenient beverage container recycling opportunities in California. Include the geographic area affected and target audience.
- Describe the overall goal(s) and objective(s) for implementing the project.
- Identify any partner(s), their role(s) and/or financial commitment, if applicable, in implementing the project.

### Project Need

- Provide a brief summary demonstrating why the project is needed.
- Provide an estimated number of CRV beverage containers that will be recycled as a result of this project.

The amount of funding requested in Phase I is the amount that will be considered throughout the process. Additional funds can not be requested at Phase II, the proposal phase.

## PHASE 1 ANTICIPATED SCHEDULE

DATE	ACTIVITY
April 1, 2008	Release solicitation
April 1, 2008- April 18, 2008	Question and answer period
May 16, 2008	Concepts due
June 20, 2008	Invite Phase 1 applicants to develop proposals

## PHASE 1 HOW TO SUBMIT CONCEPT

The Concept Packages must be mailed or hand delivered to the following address:

**Department of Conservation  
Statewide Technical Assistance  
& Resources Branch**  
801 K Street, MS 17-01  
Sacramento,  
California 95814-3533

**Concepts will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of 5 p.m. PDT, Friday, May 16, 2008 will not be accepted.**

## PHASE 2 PROPOSAL REQUIREMENTS

To qualify for review in Phase 2, proposals must **meet** all of the following requirements:

- Received a "pass" score from the Department in Phase 1.
- Received by the Department no later than **5:00 p.m. PDT, Friday, August 15, 2008.**
- Submitted on the proposal form provided by the Department and not exceed five (5) double-sided pages. Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.
- Include one (1) original and four (4) copies of the Proposal Form and all supporting documentation.
- Proposal Form must be signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

The Department will disqualify Proposal Forms not meeting the proposal requirements.

## PHASE 2 PROPOSAL FORM

Complete the entire Proposal Form, including the Assembly and Senate district number(s). District numbers may be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

### Project Description

- Provide a detailed overview of the project. Include target audience and the region where project activities will take place.
- Identify any partners, their role(s) and/or financial commitment, if applicable, in implementing the project.
- Provide letters of support from the partners outlining their role and/or financial commitment in the project.

### Need

- Provide detailed information on why the project is needed.
- Explain how this project will benefit the community.
- Identify any challenges the project will address and the steps to overcome them.
- Provide evidence to support the need and estimated amount of CRV materials that will be recycled (i.e. waste audit findings, volume information, potential impact, projected or documented sales data, studies, surveys).
- Describe efforts to prepare for the project such as pilot projects conducted or research on similar programs.
- Explain how the project will result in the reduction of greenhouse gas emissions.

**Example:** This project will reduce greenhouse gas emissions by 5 tons per year by using collection trucks fueled by natural gas.

**Example:** We estimate this technology will reduce greenhouse gas emissions by 5 tons per year.

**Example:** The increase in recycling (or number of containers) is equivalent of:

- reducing 5 tons of greenhouse gas emissions
- removing 5 passenger cars from the roadways per year



- reducing the use of 5 barrels of oil

Calculate the estimated amount of greenhouse gas emission reduction using the calculator on the California Environmental Protection Agency's website:

<http://www.epa.gov/cleanenergy/energy-resources/calculator.html>

For more ideas on reducing greenhouse gas emissions visit the California Environmental Protection Agency's website at:

<http://www.epa.gov/climatechange/>

## Goals and Objectives (Targets)

- Describe specific goal(s) or outcome(s) that will result from this project.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable and support the grant focus.

## Work Plan

- List the major activities, steps or tasks necessary to implement your project, including start and completion dates.
- Provide a logical timeframe for activities, taking into consideration the potential for delays.
- Include 12 months of CRV volume reporting.
- Use the anticipated schedule provided on page 3, to determine start dates.

## Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e., monthly volume reports).
- Explain how evaluation findings will be used to modify or improve the project.

## Budget

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable and cost-effective.

- In narrative format, justify and support all expenditures in the space provided.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Funds requested should be related to project start-up and not for ongoing operation, salaries or maintenance costs.
- Identify any budgetary contributions or matching funds and cost savings derived from volunteers or in-kind services. Do not identify Department funds.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery and other fees.
- Overhead expenses and administrative costs are not allowed.
- Whenever possible, applicant should consider recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.

## Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term and identify who will be responsible for doing such after the grant term ends.
- For local governments: provide a copy of the local jurisdiction's land use or permitting policy on the siting of multimaterial recycling centers, reverse vending machines, mobile recycling units, or other types of recycling opportunities. If the land use permitting policy is not favorable on the siting of the above, describe what was done to mitigate the restriction.

For additional information, refer to PUBLIC RESOURCES CODE SECTION 14501(E) and GOVERNMENT CODE SECTION 66786.6.

## PHASE 2 HOW TO SUBMIT PROPOSAL

Proposal Forms must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation  
Statewide Technical Assistance  
& Resources Branch**  
801 K Street, MS 17-01  
Sacramento,  
California 95814-3533

**Proposal Forms will not be accepted electronically or by fax. Information provided by the applicant after the final filing date of Friday, August 15, 2008 will not be accepted.**

## PHASE 2 ANTICIPATED SCHEDULE

DATE	ACTIVITY
June 20, 2008- July 18, 2008	Question and answer period
August 15, 2008	Proposals due
October 2008	Awards announced
December 2008	Projects begin

## PHASE 2 PROPOSAL EVALUATION AND SCORING

The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal.

Proposals recommended for funding must receive final approval by the Department Director.



## PHASE 2 SCORING CRITERIA

### POINTS



10	<b>Project Description:</b> Description is clear, includes target audience and region where activities will take place. Identifies partner(s), their roles(s) and financial commitment involved in implementing the project. Provides letters of support and/or financial commitment from partners.
20	<b>Need:</b> Clearly and convincingly demonstrates why the project is needed. Identifies how the project will benefit the community. Describes challenges the project will address and the steps to overcome them. Provides convincing data supporting the project need and estimated amount of CRV materials that will be recycled (i.e., tonnage info, projected sales, waste audits, studies, surveys, etc.). Describes efforts to prepare for the project (i.e., pilot projects, researching similar programs). Explains how the project results in the reduction of greenhouse gas emissions.
20	<b>Goals and Objectives:</b> Clearly describes what the project is going to accomplish and how it relates to the need. Identifies realistic and measurable objectives to help accomplish the goal(s). Goal(s) and objectives support the grant focus.
10	<b>Work Plan:</b> Identifies major activities and deliverables needed to successfully complete the project. Provides a logical timeframe for accomplishing the activities with start and completion dates, including 12 months of CRV volume collection.
15	<b>Performance Measures:</b> Identifies measurable data to be collected and methods for collecting and tracking it. Identifies methods that will be used to evaluate and measure the progress and final outcomes/success of the project. Describes how evaluation findings will be used to modify/improve the project.
10	<b>Budget:</b> Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost-effective. Provides quotes, estimates or other documents to support the cost requested. Identifies budgetary contributions and/or matching funds (other than the Department's) and cost savings derived from volunteers or in-kind services. Clearly justifies and supports all expenditures.
15	<b>Sustainability:</b> Provides a reasonable and detailed plan for sustaining the project after the grant term. Project requires start-up costs only and provides letters of commitment and/or financial resources for continuing the project after the grant term. Describes how the program will continue to be evaluated, monitored and who will be responsible for doing so after the grant term ends. Provides copy of land use or permitting policy on recycling opportunities, if applicable.
100	<b>TOTAL</b>

## GRANT ADMINISTRATION

Grants awarded by the Department are administered through a grant agreement. Grant agreements consist of terms and conditions, grant summary, budget, and work plan. A sample grant agreement may be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link <http://www.conservation.ca.gov/dor/grants/Documents/SampleGrantAgreement.pdf>. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs, and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (if applicable). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.